



April 28, 2017

National Freedom of Information Officer  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (2822T)  
Washington, DC 20460

Re: Freedom of Information Act Request

Dear FOIA Officer:

Pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. 552, The Protect Democracy Project hereby requests that your office produce within 20 business days the following records (see below for clarity on the types of records sought):

1. Any and all records created or transmitted by or between the following White House officials: Jared Kushner, Stephen (Steve) Bannon, Reince Priebus, Sean Cairncross, Justin Clark, George Sifakis, Omarosa Manigault, Bill Stepien, Ivanka Trump, Mike Catanzaro, D.J. Gribbin, George Banks, and Stephen Miller, including but not limited to their email addresses ending in "eop.gov," and Environmental Protection Agency (EPA) employees regarding:
  - a. appropriate processes for initiating, continuing, or terminating compliance matters, investigations and/or enforcement actions of either a civil or criminal nature against a third party;
  - b. initiating, continuing, or terminating a compliance matter, investigation and/or enforcement action of either a civil or criminal nature against a third party;
  - c. initiating, awarding, rejecting, or terminating an acquisition, procurement contract, grant, award, and or subaward for a third party;
  - d. appropriate processes for initiating, awarding, rejecting, or terminating an acquisition, procurement contract, grant, award, and or subaward for a third party.
2. Any and all records created or transmitted by or between the following White

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FOIA@protectdemocracy.org

House officials: Jared Kushner, Stephen (Steve) Bannon, Reince Priebus, Sean Cairncross, Justin Clark, George Sifakis, Omarosa Manigault, Bill Stepien, Ivanka Trump, Mike Catanzaro, D.J. Gribbin, George Banks, and Stephen Miller, including but not limited to their email addresses ending in “eop.gov,” and EPA employees: Lawrence Starfield, Susan Shinkman, Henry Barnett, David Hindin, and Kevin Minoli, regarding:

- a. relating to appropriate processes for initiating, continuing, or terminating compliance matters, investigations and/or enforcement actions against a third party; or
  - b. relating to initiating, continuing, or terminating compliance matters, investigations and/or enforcement actions against a third party.
3. In addition to the records requested above, we also request records describing the processing of this request, including records sufficient to identify search terms used and locations and custodians searched, and any tracking sheets used to track the processing of this request. If your agency uses FOIA questionnaires or certifications completed by individual custodians or components to determine whether they possess responsive materials or to describe how they conducted searches, we also request any such records prepared in connection with the processing of this request.

The timeframe for this request is November 9, 2016 through the date that searches are conducted for records responsive to this FOIA request.

#### FEE WAIVER

FOIA provides that any fees associated with a request are waived if “disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.” 5 U.S.C. § 552(a)(4)(A)(iii). The core mission of The Protect Democracy Project, a new organization awaiting 501(c)(3) status, is to inform public understanding on operations and activities of the government. This request is submitted in consort with the organization’s mission to gather and disseminate information that is likely to contribute significantly to the public understanding of executive branch operations and activities. The Protect Democracy Project has no commercial interests.

In addition to satisfying the requirements for a waiver of fees associated with the search and processing of records, The Protect Democracy Project is entitled to a waiver of all fees except “reasonable standard charges for document duplication.” 5 U.S.C. § 552(a)(4)(A)(ii)(II). Federal law mandates that fees be limited to document duplication

costs for any requester that qualifies as a representative of the news media. *Id.* The Protect Democracy Project operates in the tradition of 501(c)(3) good government organizations that qualify under FOIA as “news media organizations.” Like those organizations, the purpose of The Protect Democracy Project is to “gather information of potential interest to a segment of the public, use its editorial skills to turn the raw materials into distinct work, and distribute that work to an audience.” *Nat’s Sec. Archive v. Dep’t of Defense*, 880 F.2d 1381, 1387 (D.C. Cir. 1989). We intend to give the public access to documents transmitted via FOIA on our website, [www.unitedtoprotectdemocracy.org](http://www.unitedtoprotectdemocracy.org), and to provide information about and analysis of those documents as appropriate.

### RESPONSIVE RECORDS

We ask that all types of records and all record systems be searched to discover records responsive to our request. We seek records in all media and formats. This includes, but is not limited to: agendas, manifests, calendars, schedules, notes, and any prepared documentation for meetings, calls, teleconferences, or other discussions responsive to our request; voicemails; e-mails; e-mail attachments; talking points; faxes; training documents and guides; tables of contents and contents of binders; documents pertaining to instruction and coordination of couriers; and any other materials. However, you need not produce press clippings and news articles that are unaccompanied by any commentary (e.g., an email forwarding a news article with no additional commentary in the email thread).

We ask that you search for records from all components of the Environmental Protection Agency that may be reasonably likely to produce responsive results, including but not limited to the Office of the Administrator, Office of Administration and Resources Management, Office of Enforcement and Compliance Assurance, Office of General Counsel, Office of Wastewater Management, Office of Brownfields and Land Revitalization. We also ask that you search all systems of record, including electronic and paper, in use at your agency, as well as files or emails in the personal custody of your employees, such as personal email accounts, as required by FOIA and to the extent that they are reasonably likely to contain responsive records. The Protect Democracy Project would prefer records in electronic format, saved as PDF documents, and transmitted via email or CD-rom.

If you make a determination that any responsive record, or any segment within a record, is exempt from disclosure, we ask that you provide an index of those records at the time you transmit all other responsive records. In the index, please include a description of the record and the reason for exclusion with respect to each individual exempt record or exempt portion of a record, as provided by *Vaughn v. Rosen*, 484 F.2d 820 (D.C. Cir. 1973), cert. denied, 415 U.S. 977 (1974). When you deem a portion of a record exempt, we ask that the remainder of the record to be provided, as required by 5

U.S.C. § 552(b).

Given the 20-day statutory deadline, we hope to be as helpful as possible in clarifying or answering questions about our request. Please contact me at [FOIA@protectdemocracy.org](mailto:FOIA@protectdemocracy.org) or (202) 599-0466 if you require any additional information. We appreciate your cooperation, and look forward to hearing from you very soon.

Sincerely,

Allison F. Murphy  
Counsel  
The Protect Democracy Project